

23 September 1957

MEMORANDUM FOR: Acting Recorder, Honor Awards Board
THROUGH: Deputy Director (Support)
SUBJECT: Honor Award Ceremony

Listed below are the persons I would like invited to the
Honor Award Ceremony to be held on Monday, 30 September 1957:

Mrs. Lawrence R. Houston (to be invited by Mr. Houston)

L. K. White, Deputy Director (Support)

H. Gates Lloyd, Assistant Deputy Director (Support)

25X1A [] Deputy General Counsel

Richard P. Bray, Jr. []

25X1A [] International Operations Subcommittee,
Committee on Government Operations, House of
Representatives)

25X1A [] Office of General Counsel

S/
LAWRENCE R. HOUSTON
General Counsel

OGC:jeb
cc: OGC chrono-no circ
✓ subject-Personnel 4-1

1007-1595

Approved For Release 2002/05/06 : CIA-RDP62-00631R000300040012-3

~~SECRET~~

DD/

57-2194

06 SEP 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Approval of the Award of the Intelligence Medal of Merit
to Mr. Lawrence Reid HOUSTON

1. Attached is a copy of the Report of the Honor Awards Board action signed by the Director of Central Intelligence approving the award of the Intelligence Medal of Merit for Mr. Lawrence Reid Houston. It is requested that you notify Mr. Houston that the award can be presented at one of the ceremonies, which are periodically held in the Director's Conference Room, if Mr. Houston so desires.

2. Arrangements for presentation ceremonies are made with the Office of the Director by the Acting Recorder of the Honor Awards Board in accordance with the convenience of the Director, the recipients and others concerned. The policy regarding guests who may be invited to award ceremonies is outlined in the attached Memorandum for the Record, dated 5 February 1957. Your attention is invited particularly to paragraph 4.

3. Will you please send to the Acting Recorder of the Honor Awards Board a list of persons whom you recommend be invited to the ceremony, including the proposed guest list of Mr. Houston. It will be appreciated if you advise the Acting Recorder if and when Mr. Houston is available in headquarters, so arrangements may be made for the ceremony. In this connection, please do not make any commitment with respect to a specific date or time, since ceremonies involving several individuals are scheduled at the same time, when possible.



Acting Recorder
Honor Awards Board

25X1A

Attachments:

As stated above

Approved For Release 2002/05/06 : CIA-RDP62-00631R000300040012-3

~~SECRET~~

25X1A

Approved For Release 2002/05/06 : CIA-RDP62-00631R000300040012-3

Approved For Release 2002/05/06 : CIA-RDP62-00631R000300040012-3

5 February 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Telephone Conversations with [] 22 January and
5 February 1957 re Honor Awards Ceremonies

25X1A

1. Since one of the recipients of an Agency Honor Award had asked that two close friends (neither relatives nor Agency employees) be invited to the forthcoming Honor Award Ceremony on Friday, 25 January, I had enquired of the Office of the Director to determine if there were any policy implications prior to inviting the proposed guests. On a previous occasion, one recipient of an award had been told that friends could not be invited. However, the present case was slightly different since the present recipient has no close relatives to invite and one of the proposed guests was a high official in Government, whereas in the case of the previous recipient, there were close relatives who were coming to the ceremony and the proposed friend was not a Government employee.

2. I was informed that the Office of the Director had determined that the proposed guests in this case should be invited (Mr. and Mrs. Ewan Clague, Commissioner of Labor Statistics, Department of Commerce) and that the following policy should be applied to the invitation of friends in the future:

We will be as liberal as we can within the bounds of space available and security considerations since one of the purposes of an award ceremony is to let the family, friends, and associates of the recipient know that he has been honored.

3. In implementing this policy the points listed below will be guiding criteria:

a. Any Agency employee who is a friend of a recipient may come to the ceremony, up to the limit of space available, if the recipient asks that he be present.

b. Any Government employee (who is not employed by CIA but who is witting of the recipient's employment by CIA) can come so long as there are no operational security reasons that would make his presence inappropriate.

c. Any friend who is not employed by the Government may be invited only if it is obviously desirable (Example - A very close old friend who stood in the relationship of "family" to the recipient when subject had no immediate family). Friends who are not employed by the Government normally would be discouraged.

SUBJECT: Telephone Conversations with [redacted] 22 January and
5 February 1957 re Honor Awards Ceremonies.

25X1A

4. As in previous ceremonies, it was confirmed that the under-
signed would monitor the guest list and personally issue all invitations
on behalf of the Director.

[redacted]

25X1A

Recorder
Honor Awards Board

Distribution:

- 1 - Gen. Cabell
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - Chairman, HAB
- 6 - Members & Alternates, HAB
- 1 - DD/I
- 1 - DD/P
- 1 - DD/S
- 1 - Security Advisor
- 1 - Recorder, HAB

25X1A

06 SEP 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Approval of the Award of the Intelligence Medal of Merit
to Mr. Lawrence Reid HOUSTON

1. Attached is a copy of the Report of the Honor Awards Board action signed by the Director of Central Intelligence approving the award of the Intelligence Medal of Merit for Mr. Lawrence Reid Houston. It is requested that you notify Mr. Houston that the award can be presented at one of the ceremonies, which are periodically held in the Director's Conference Room, if Mr. Houston so desires.

2. Arrangements for presentation ceremonies are made with the Office of the Director by the Acting Recorder of the Honor Awards Board in accordance with the convenience of the Director, the recipients and others concerned. The policy regarding guests who may be invited to award ceremonies is outlined in the attached Memorandum for the Record, dated 5 February 1957. Your attention is invited particularly to paragraph 4.

3. Will you please send to the Acting Recorder of the Honor Awards Board a list of persons whom you recommend be invited to the ceremony, including the proposed guest list of Mr. Houston. It will be appreciated if you advise the Acting Recorder if and when Mr. Houston is available in headquarters, so arrangements may be made for the ceremony. In this connection, please do not make any commitment with respect to a specific date or time, since ceremonies involving several individuals are scheduled at the same time, when possible.



Acting Recorder
Honor Awards Board

25X1A

Attachments:

As stated above

Distribution:

- Orig and 1 - Addressee
- 1 - Recorder, HAB
- 1 - HAB Case File
- 1 - D/Pers Reader Chrono
- 1 - Chrono